

NABET Local Billing System

4/1/2007

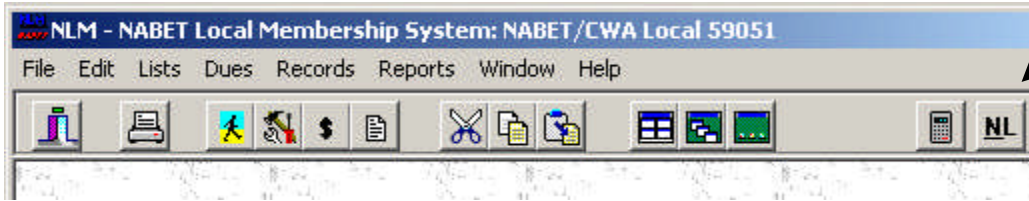
PURPOSE

The purpose of NABET Local Billing is to provide a NABET Local with ability to input locally collected funds and remit to HQ along with import of HQ collected dues into MUMS/2000 which is called NLM * NABET Local Membership System. This review starts with NABET*LINK to show how data comes from HQ.

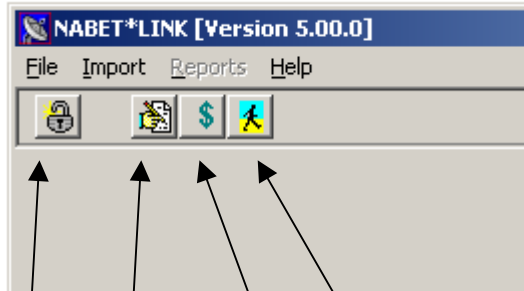
Table of Contents

<u>Topic</u>	<u>Page</u>
Review of Existing NABET * LINK	2
Revised Financial Tab & Proposed New Billing Tab	6
NABET Menu & Setup Screen	7
Billings by Individual	8
Input Payments by Individual	9
Annual Minimum Dues	10
Monthly – Create Statements	11
Monthly – Remit to HQ	12
NABET In/Out Reports	13
Adding New Records to MUMS	14
Setup of existing MUMS Tables	15
Current Versions of NABET Programs	15

Review of Existing NABET*LINK (HQ to Local)

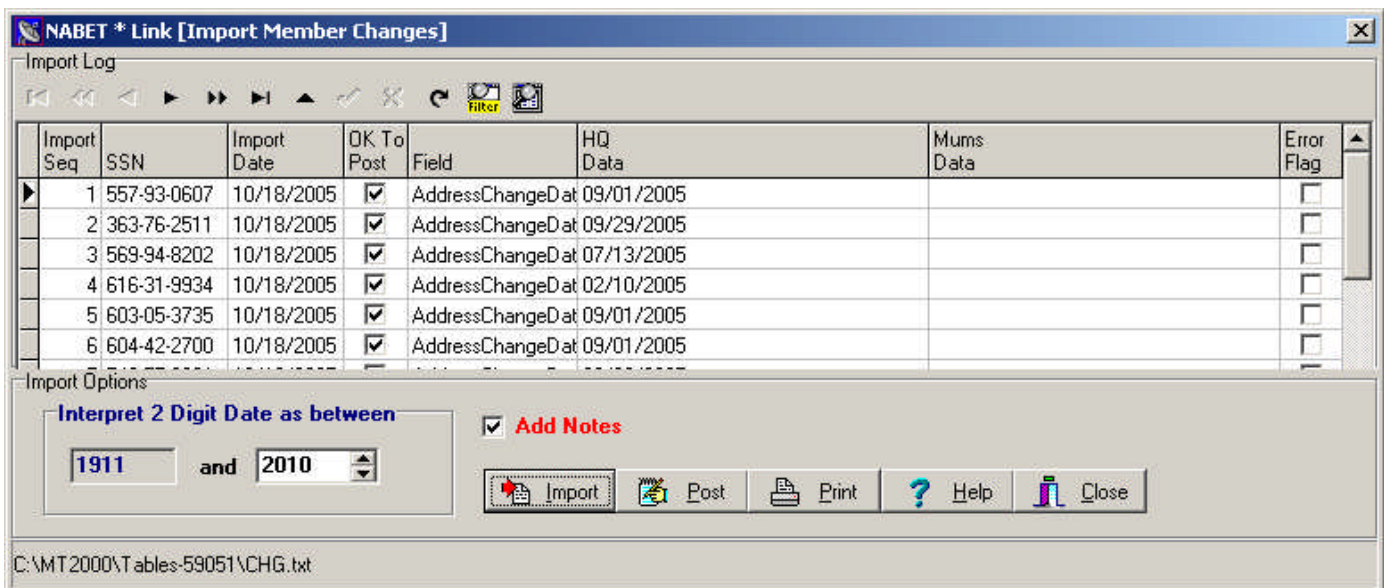
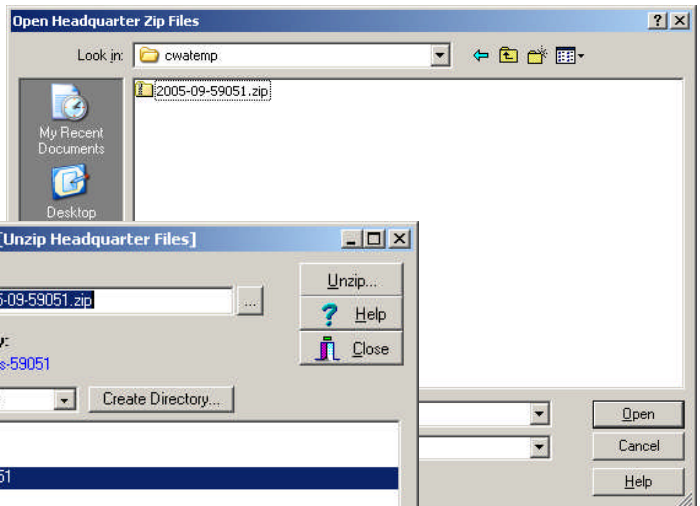


NABET*LINK is run by clicking on NL Button inside of NLM (MUMS/2000)



NABET*LINK consists of four steps that can be run from Menu or Speedbuttons.

Membership Changes
Unzip File from HQ
Dues Received at HQ
Daily Hire Information



NABET * Link [Import Payments]

Import Log

Import Seq#	Import Date	OK To Post	SSN	Dues Period	Processed Date	Earnings	Percap	Defense	Fee	MRF	Local Net	Error Flag
37	10/18/2005	<input checked="" type="checkbox"/>	003-46-5337	2005/07	09/09/2005	\$453.38	\$3.39	\$0.50	\$0.00	\$0.45	\$4.14	<input type="checkbox"/>
36	10/18/2005	<input checked="" type="checkbox"/>	024-54-4954	2005/07	09/09/2005	\$7,928.41	\$59.31	\$0.50	\$0.00	\$7.92	\$80.54	<input type="checkbox"/>
35	10/18/2005	<input checked="" type="checkbox"/>	027-48-5970	2005/07	09/09/2005	\$3,375.65	\$25.25	\$0.50	\$0.00	\$3.37	\$34.00	<input type="checkbox"/>
34	10/18/2005	<input checked="" type="checkbox"/>	027-64-6363	2005/07	09/09/2005	\$7,881.00	\$58.94	\$0.50	\$0.00	\$7.87	\$80.05	<input type="checkbox"/>
33	10/18/2005	<input checked="" type="checkbox"/>	033-36-6223	2005/07	09/09/2005	\$490.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
21	10/18/2005	<input checked="" type="checkbox"/>	033-48-7441	2005/07	09/09/2005	\$7,594.59	\$56.80	\$0.50	\$0.00	\$7.59	\$77.12	<input type="checkbox"/>
31	10/18/2005	<input checked="" type="checkbox"/>	038-54-9553	2005/07	09/09/2005	\$9,180.82	\$68.68	\$0.50	\$0.00	\$9.18	\$93.33	<input type="checkbox"/>
42	10/18/2005	<input checked="" type="checkbox"/>	043-46-2040	2005/07	09/09/2005	\$6,450.33	\$48.25	\$0.50	\$0.00	\$6.45	\$65.43	<input type="checkbox"/>
29	10/18/2005	<input checked="" type="checkbox"/>	051-38-5477	2005/07	09/09/2005	\$7,459.34	\$55.80	\$0.50	\$0.00	\$7.45	\$75.75	<input type="checkbox"/>
28	10/18/2005	<input checked="" type="checkbox"/>	063-40-6117	2005/07	09/09/2005	\$683.13	\$5.11	\$0.50	\$0.00	\$0.68	\$6.48	<input type="checkbox"/>

Import Options

Interpret 2 Digit Date as between and

Batch#:

C:\MT2000\Tables-59051\HIS.txt

NOTE: Above display of Dues Period will be changed to mm/yyyy and...

Default format for Batch # will be changed to be:

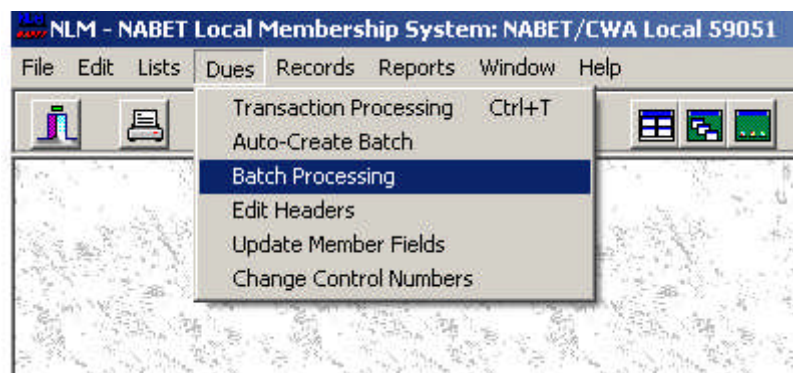
"NL-ssss-mm/yyyy" where ssss = Station and mm/yyyy = period.



Also notice the new item on Import Payments

Screen to request program to Bill or Credit Member for Under/Over Payments based upon the rates setup in NABET * Billing System .

☒ **Bill/Credit Member for Under/Over Payment**



NLM - NABET Local Membership System: NABET/CWA Local 59051

File Edit Lists Dues Records Reports Window Help

Batch Processing

Dates
 From: 09/09/2005
 To: 10/18/2005

Post Options
☐ All Batches
☐ Within a range of dates
☒ Selected Batches

Batch	Date	Count	Batch Total	Header
NARLINK - 10/18/200	09/09/2005	182	\$19,940.62	\$19,940.6

Receipts
 Report
 POST
 Error List
 Cancel
 Close

Tables: C:\MT2000\TABLES-59051

Member Information

535-82-8696 Anderson, Frank

Sort By: Last Name

Payment History

Date	Batch	Earnings
09/09/2005	NARLINK - 10/18/2005	\$10,568.32
09/20/2005	NARLINK - 10/18/2005	\$4,566.75

Detail

Code	Qty	Unit \$	Total
CAP	1	\$79.05	\$79.05
DEF	1	\$0.50	\$0.50
MRF	1	\$10.56	\$10.56
NET	1	\$107.51	107.51

View:
☒ Form
☐ Table

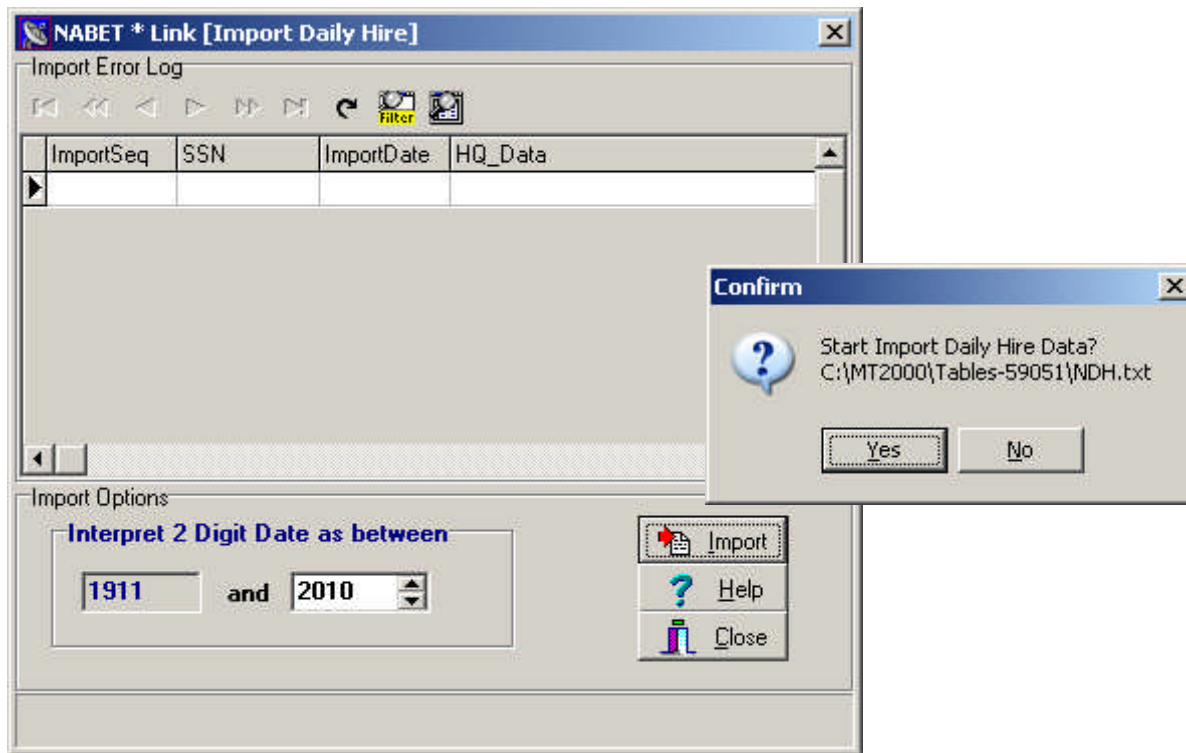
Find
 Range
 Filter

\$ Dues
 Griev
 Stmt
 Label
 Close

History Report
☒ All Transactions
☐ This Month Only

Basic Other Work UnionCode Activities Notes Financial History Grievances Job Disp Daily Hire Doc

Payments posted from the Local will reflect the type of payments such as Dues, Fines, Init etc and will have Batch ID of "Local-mm/dd/yy". Notice fields on left have been changed to show Earnings without having to scroll to the right.



Member Information

535-82-8696 Anderson, Frank DH Last Name Sort By:

Letters Sent

☒ Letter #1

☒ Letter #2

☒ Letter #3

Days Worked Summary

	2005	2004
ABC	21	0
NBC	10	0

Daily Hire Details

Work Date	Report Date	Division	Office	Adj	Straight	Overtime	Penalty	Tot
07/16/2005	07/29/2005	NBC	0356/NBC		306.90	0.00	108.00	
07/17/2005	07/29/2005	NBC	0356/NBC		306.90	230.18	120.75	
07/18/2005	07/29/2005	NBC	0356/NBC		153.45	0.00	108.00	
07/24/2005	08/30/2005	ABC	LA		297.00	417.66	52.00	
07/25/2005	08/30/2005	ABC	LA		297.00	292.36	52.00	
07/26/2005	07/29/2005	NBC	0356/NBC		311.80	43.85	108.00	
07/27/2005	07/29/2005	NBC	0356/NBC		311.80	0.00	108.00	
07/28/2005	07/29/2005	NBC	0356/NBC		311.80	146.16	117.92	
07/29/2005	07/29/2005	NBC	0356/NBC		311.80	146.16	117.92	

View:

☒ Form ☐ Table

Basic Other Work UnionCode Activities Notes Financial History Grievances Job Disp **Daily Hire** Doc

Revised Financial Tab & Proposed New Billings Tab

Member Information

111-11-1111 Van Elgort, Richard RF Last Name

Dues and Wages

Assess Nbr
 Base Wage
 Ind. Payment
 COPE/PAC Code
 Dues Code
 Auto Exempt ☐

Current Info

Dues Base
 Last Paid Date
 Paid Through

NABET Balances Due

Dues
 Fines
 Local Dues
 Special Asmt
 Misc
 Initiation

Dates

Termination
 Rehire
 Transfer
 Withdrawal

Initiation

Date
 Amount
 Daily Rate
 Calculate

View:

☒ Form
☐ Table

Find
Range
Filter

\$ Dues
Griev
Stmnt
Label
Close

Basic Other Work UnionCode Activities Notes Financial History Grievances Daily Hire Billings Doc

The above NABET Balance Due area will be added to reflect the Nabet Billing System. Current Info is based upon open items on Billings Tab. This gets updated during the new Billing & Payment features described later in this document.

The Initiation area has been changed for NABET to allow the local to input a Daily Rate and a Calculation Method for memo purposes only. The following is the Billings tab showing two billings and a partial payment. The "PRT" flag is used to denote if the billing items have been printed on a statement.

Member Information

111-11-1111 Van Elgort, Richard RF Last Name

Billing Detail Review

Date	Period	Type	Description	Charge	Payment	Balance	Prt
03/01/2007		INIT	Basic Fixed Initiation Fee	\$200.00	\$100.00	\$100.00	<input type="checkbox"/>
03/01/2007	03/01/2007	DUES	KABC- 03/07 Earnings:\$100	\$16.67	\$0.00	\$16.67	<input type="checkbox"/>

Show

☒ All Types or
☐ Only w/Balances

Billing Records

View:

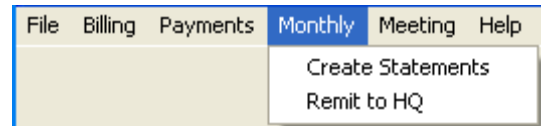
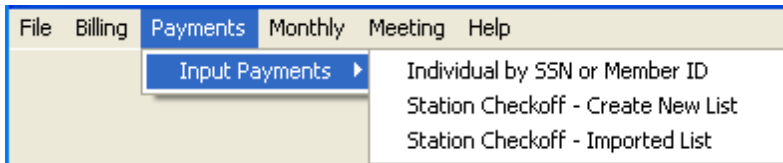
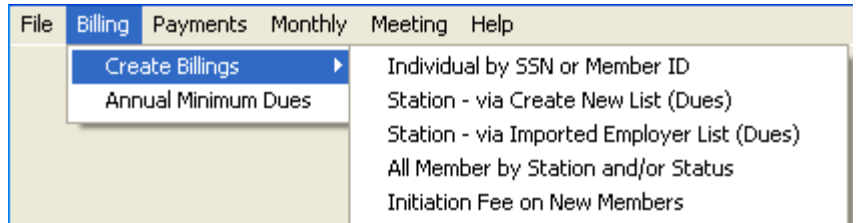
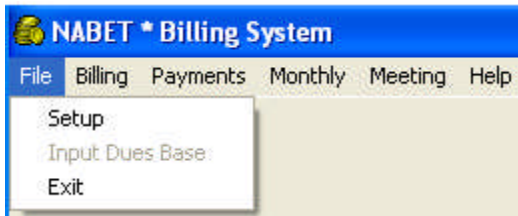
☒ Form
☐ Table

Find
Range
Filter

\$ Dues
Griev
Stmnt
Label
Close

Basic Other Work UnionCode Activities Notes Financial History Grievances Daily Hire Billings Doc

Billing Menu & Setup Screen



Note: Not all menu items are available at this time, such as Station based items.

NABET Setup Screen

<p>National Dues</p> <p>*Gross Earnings % <input type="text" value="1.667"/></p> <p>Calc Dues Discrepancy Allowance <input type="text" value="\$1.00"/></p> <p>Over Payment is 2X Discrepancy Allowance <input type="text" value="\$2.00"/></p> <p>Quarterly Min dues-Non Checkoff <input type="text" value=""/></p> <p>Annual Minimum Dues <input type="text" value="60"/></p> <p>Local Split % <input type="text" value="60"/></p> <p>Defense Fund \$ <input type="text" value="\$0.50"/></p> <p>Local Remittance PU# <input type="text" value="0569001"/></p> <p>*Note: % can be overridden based upon PU</p>	<p>Statements</p> <p>*Balance Forward Date <input type="text" value="01/01/2007"/></p> <p>Minimum Statement Amount <input type="text" value="\$5.00"/></p> <p>Missed Meeting Fine <input type="text" value=""/></p> <p>Re-Billing Fee <input type="text" value=""/></p> <p>Late Charge Fee <input type="text" value=""/></p> <p>*Note: Statement Print all never printed items and all items after Bal Fwd Date or Zero balance.</p>
<p>Local Dues</p> <p>Staff</p> <p>\$ <input type="text" value=""/></p> <p>% <input type="text" value=""/></p> <p> <input type="radio"/> Fixed Amount <input type="radio"/> Percent of Base Dues <input type="radio"/> Percent w/Fixed=Minimum <input type="radio"/> Percent + Fixed Amount </p> <p>DH/Hourly</p> <p>\$ <input type="text" value=""/></p> <p>% <input type="text" value=""/></p> <p> <input type="radio"/> Fixed Amount <input type="radio"/> Percent of Base Dues <input type="radio"/> Percent w/Fixed=Minimum <input type="radio"/> Percent + Fixed Amount </p>	<p>Misc Settings</p> <p>Objector Credit Amount <input type="text" value=""/></p> <p>(Status 24 with Auto Exempt Flagged)</p> <p>Default Local Payment Batch Title <input type="text" value=""/></p> <p>Statement Notice</p> <p><input type="text" value="This is where there is room for a local message"/></p> <p><input type="text" value="Such as Dues are payable when bill is received...."/></p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>

Above shows the minimum items that should be setup.

Billings by Individual

This screen is an example of available options after a SSN or Lookup by Name is done.

If you doing DUES, you enter Gross Earnings and Description and the program will compute the Charge amount and complete the rest of the description with period and earnings for a standard looking description.

The screenshot shows the 'NABET Billing Screen By Individual' window. In the 'Defaults' section, 'Type' is set to 'Dues' (selected with a radio button). 'Transaction' is 'Debit/Charge'. 'ID to Enter' is 'By SSN'. The 'Description' field contains 'KABC-' and 'mm/yy Earnings:\$99999.99'. In the 'Member' section, 'SSN' is '111-11-1111' and the name is 'Van Elgort, Richard'. In the 'Details' section, 'Billing Date' is '03/01/2007', 'Dues Period' is '03/2007', 'Subject to Defense Fund' is checked, 'Gross Earnings' is '1000', and 'Charge Amount' is '16.67'. A note at the bottom states: 'Note: Gross Earnings only on "Dues" charges'. There are 'OK' and 'Cancel' buttons at the bottom.

This is an example of charging Initiation fee. In this case you enter the Charge Amount and Description.

Note: When entering a SSN you do not enter the dashes.

The results of these two billings can be seen in prior example of the Billings tab on the member's record.

The screenshot shows the 'NABET Billing Screen By Individual' window. In the 'Defaults' section, 'Type' is set to 'Initiation' (selected with a radio button). 'Transaction' is 'Debit/Charge'. 'ID to Enter' is 'By SSN'. The 'Description' field contains 'Basic Fixed Initiation Fee'. In the 'Member' section, 'SSN' is '1111-11-1111' and the name is 'Van Elgort, Richard'. In the 'Details' section, 'Billing Date' is '03/01/2007', and 'Charge Amount' is '200'. A note at the bottom states: 'Note: Gross Earnings only on "Dues" charges'. There are 'OK' and 'Cancel' buttons at the bottom.

Input Payments by Individual

This screen is used to enter payments for an individual.

You enter the Check Date, Check # and amount and then click on Open items to match up the payments. You can also use this screen to DELETE billings that have not had any payments applied to them. If you are making a partial payment, you need to change the amount paid. You can also just click on items and change Paid amount if needed and the program will calculate a matching Check amount.

In this example a check #12345 was entered for \$100 and Initiation fee was checked and then Paid Amount was changed from the full \$200 to \$100 that was paid.

This section shows a running count of how you have applied the payment. If you do not apply correct amount, an error message will be displayed...

Annual Minimum Dues

SSN	Last Name	First Name	Middle	Status Code	Annual Dues Paid	Bill Amount	MemberID	Posted
111-11-1111	Van Elgort	Richard	O	10	\$0.00	\$60.00	000000000	<input type="checkbox"/>
222-22-2221	Casey	Ron	L	10	\$0.00	\$60.00	111111110	<input type="checkbox"/>
333-33-3331	Casey	Pamela		10	\$0.00	\$60.00	222222220	<input type="checkbox"/>
444-44-4430	Reed	Alton	F	10	\$0.00	\$60.00	333333329	<input type="checkbox"/>
555-55-5551	Wojtalik	William	W	10	\$0.00	\$60.00	444444440	<input type="checkbox"/>
666-66-3570	Demeglio	Nina		10	\$0.00	\$60.00	525555469	<input type="checkbox"/>
700-00-0003	Imma	New		10	\$0.00	\$60.00	996999992	<input type="checkbox"/>
777-77-3458	Thomas	Mary	A	10	\$0.00	\$60.00	626666347	<input type="checkbox"/>
777-77-7778	Van Elgort	David	A	10	\$0.00	\$60.00	666666667	<input type="checkbox"/>
888-00-8889	Weber	Brandon		10	\$0.00	\$60.00	977779778	<input type="checkbox"/>
888-88-1252	Shatun	Bonnie	J	10	\$0.00	\$60.00	707777141	<input type="checkbox"/>

From this screen you can update your setup of Annual Minimum Dues amount and Gross Earnings %. You then select the year and press the CALCULATE button.

This will review all records and calculate what each member owes. You can then PRINT this list and CREATE BILLING to create a billing record.

Monthly – Create Statements

Create Statement

Local Information

Local#

Address

City/State/Zip

Phone

Statement Notice

Billing Details
Richard O Van Elgort


SSN	Total Balance
▶ 111-11-1111	\$116.67
555-55-5551	\$75.00
888-88-8640	\$33.34

Date	Dues Period	Type	Description	Charge Amt	Payment Amt	Balance Amt
▶ 03/01/2007		INIT	Basic Fixed Initiation Fee	\$200.00	\$100.00	\$100.00
03/01/2007	03/01/2007	DUES	KABC- 03/07 Earnings:\$1000.00	\$16.67	\$0.00	\$16.67

Print Preview

93 %

1



NATIONAL ASSOCIATION OF BROADCAST
EMPLOYEES & TECHNICIANS

50000
1234 Main Street
Any Town, CA 91234
818-555-1212

Richard O Van Elgort
Van Elgort Information Systems
8921 De Soto Ave, #202
Canoga Park, CA 91304

Statement

PAGE NUMBER
1

BILLING DATE
03/28/2007

ACCOUNT NUMBER
000000000

AMOUNT ENCLOSED

-----Please detach this portion and return with your remittance to ensure credit to the proper account-----

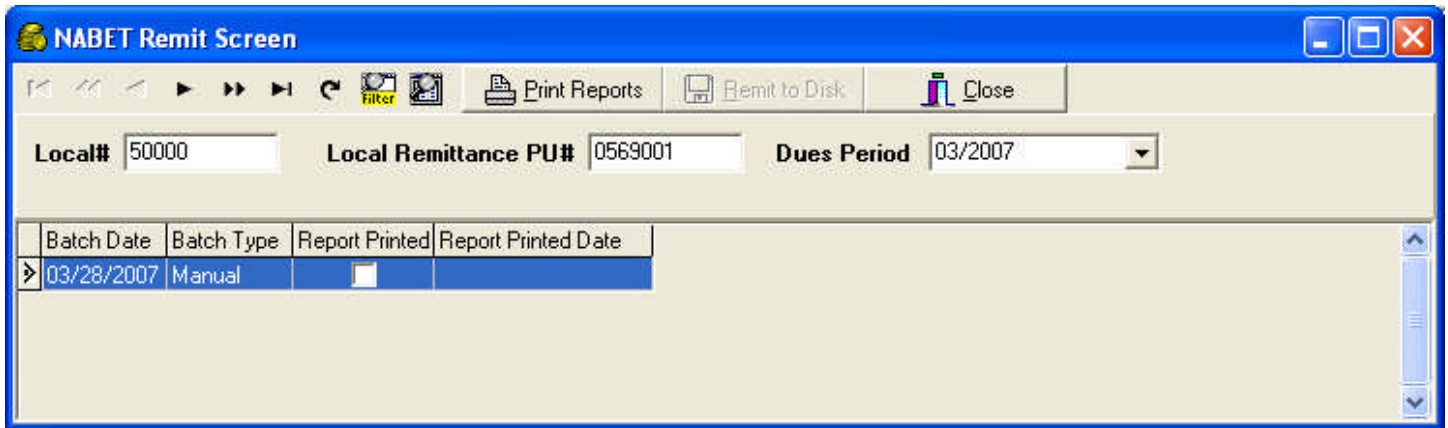
NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES & TECHNICIANS		Richard O Van Elgort		000000000	
DATE	DESCRIPTION	DUE	PAID	BALANCE	
03/01/2007	Basic Fixed Initiation Fee	INIT	\$200.00	\$100.00	\$100.00
03/01/2007	KABC- 03/07 Earnings:\$1000.00	DUES	\$16.67		\$16.67
				NEW BALANCE	\$116.67

Page 1 of 3

Above screen shows all those with created statements on the left. If you highlight an SSN, it will show the details on right.

In the heading you see your local Name/Address. This is setup inside of MUMS under File|Settings|System Information and Organization Tab. The Statement Notice is setup inside of NABET Billing File|Setup. To print statements, you just press the PRINT STATEMENT button and confirm that you wish to proceed.

Monthly – Remit to HQ



NABET Remit Screen

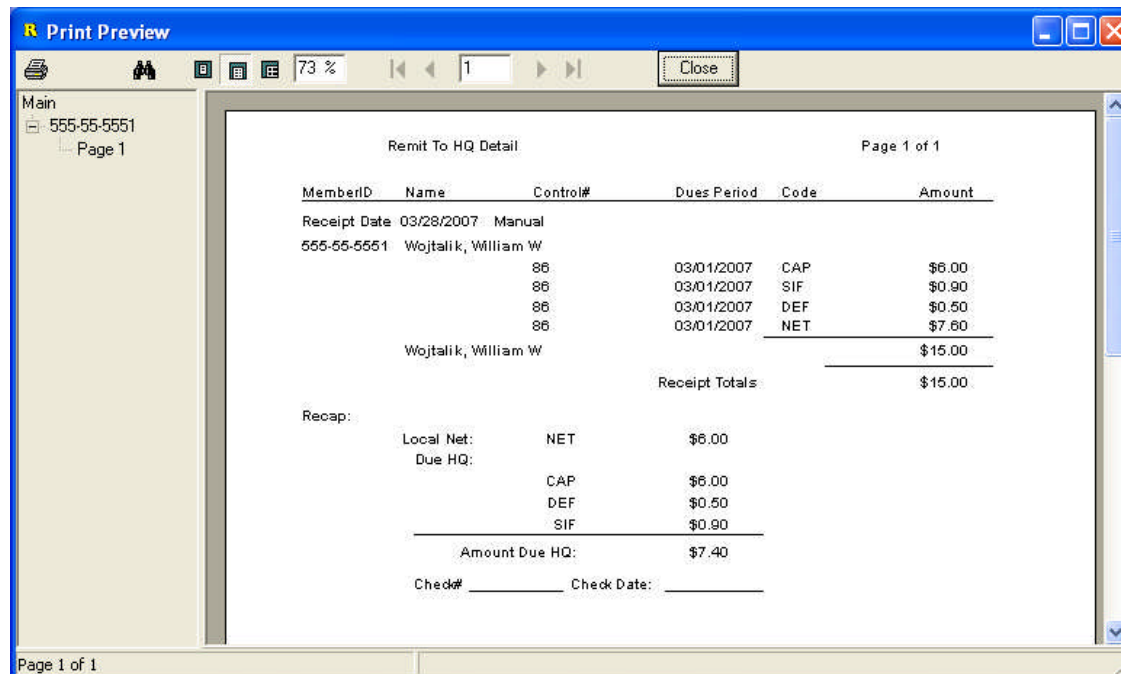
Local# 50000 Local Remittance PU# 0569001 Dues Period 03/2007

Batch Date	Batch Type	Report Printed	Report Printed Date
03/28/2007	Manual	<input type="checkbox"/>	

First Step in doing Monthly Remit to HQ is to click on PRINT REPORT by first highlighting those batches you are ready to Remit then pressing the PRINT REPORT button.

The report will breakdown each payment made by a member by category and then RECAP the remittance to HQ with amount you need to write a check for and room to enter check # and date.

A copy of this report should be send with the check and the disk files.



Print Preview

73 % 1 Close

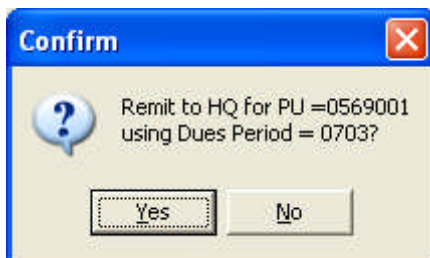
Main
555-55-5551
Page 1

Remit To HQ Detail Page 1 of 1

MemberID	Name	Control#	Dues Period	Code	Amount
Receipt Date 03/28/2007 Manual					
555-55-5551	Wojtalik, William W				
		86	03/01/2007	CAP	\$6.00
		86	03/01/2007	SIF	\$0.90
		86	03/01/2007	DEF	\$0.50
		86	03/01/2007	NET	\$7.60
Wojtalik, William W					\$15.00
Receipt Totals:					\$15.00
Recap:					
Local Net:	NET	\$6.00			
Due HQ:					
	CAP	\$6.00			
	DEF	\$0.50			
	SIF	\$0.90			
Amount Due HQ:		\$7.40			
Check#			Check Date:		

Page 1 of 1

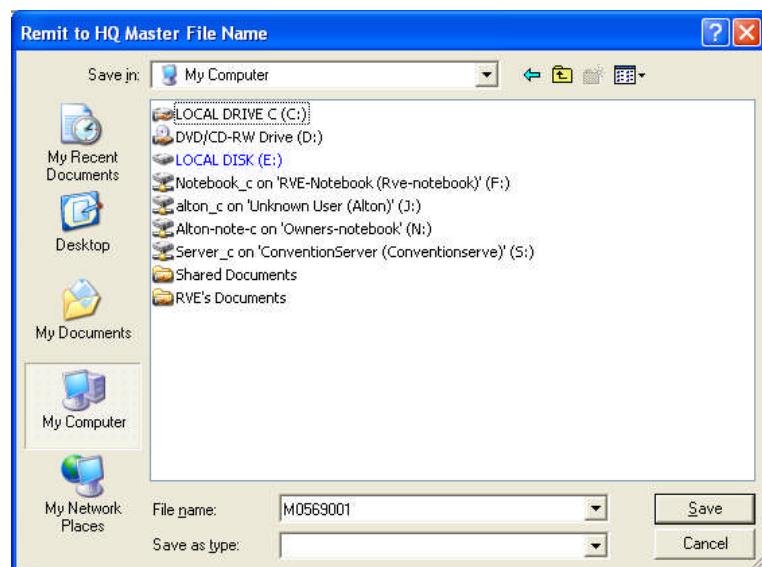
If this is OK, you can then proceed to use the REMIT TO DISK button. After confirmation the program will prompt you as to where you wish to put the disk files.



Confirm

Remit to HQ for PU =0569001 using Dues Period = 0703?

Yes No



Remit to HQ Master File Name

Save in: My Computer

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

LOCAL DRIVE C (C:)
DVD/CD-RW Drive (D:)
LOCAL DISK (E:)
Notebook_c on 'RVE-Notebook (Rve-notebook)' (F:)
alton_c on 'Unknown User (Alton)' (J:)
Alton-note-c on 'Owners-notebook' (N:)
Server_c on 'ConventionServer (Conventionserve)' (S:)
Shared Documents
RVE's Documents

File name: M0569001
Save as type:
Save Cancel

NABET In/Out Reports

If you request in MUMS, Reports | NABET In/Out you will be shown this screen.

On this screen you can select all those not previously printed and PRINT them. After you print yourself a copy, you can then press EMAIL button to send a copy of the report and the data to NABET HQ.

NABET Incoming/Outgoing Me...

Records to Print:

☒ All not yet printed

☐ One Period: 03/2007

☐ From: [] To: []

Report:

☒ Incoming Members (ML0118)


☐ Outgoing Members (ML0091)

☐ Both (ML0118, ML0091)

Preview Print e-mail

Print Preview

100 % 1 Close

 **COMMUNICATIONS WORKERS OF AMERICA**
503 3RD Street NW
Washington, DC 20001-2797

INCOMING MEMBERS

Local: 59051

Date: 10/19/2005


Page 1 of 1

Attention: MEMBERSHIP DUES DEPARTMENT

SSN NAME/ADDRESS	STATUS CODE	CLASS CODE	EFFECTIVE DATE	PROCESSING UNIT # DESCRIPTION
141-80-7281 Dillon, Raquel	20		10/06/2005	0560101

Page 1 of 1

Warning

 Records with status code 10 through 29 should have an employer. Continue?

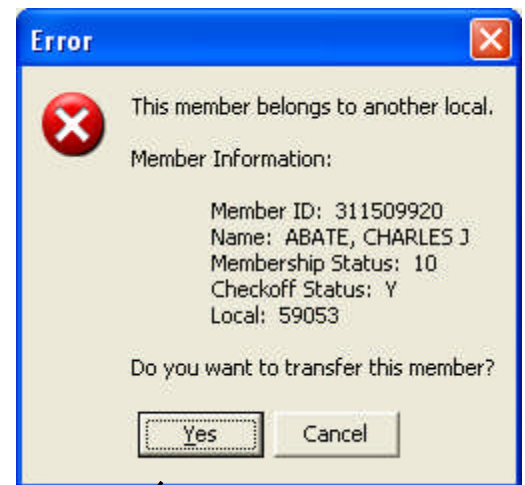
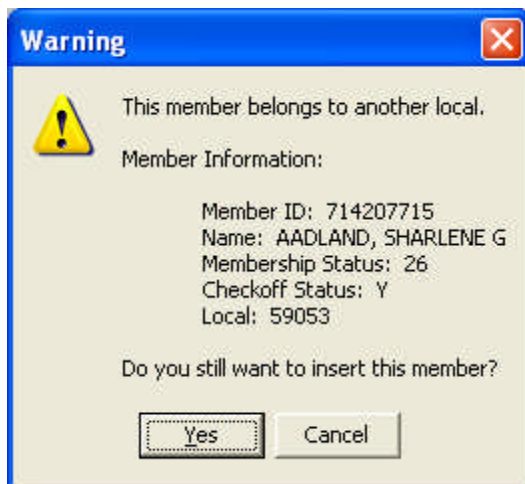
Yes Cancel

If you add a new record with Status 10 thru 29 you will be reminded that you should have an employer so that the IN report will be correct.

Adding New Records to MUMS

When adding new record MUMS will first check to see if already on file and go to existing duplicate record error if found.

If not on file program will check new Nabet-Xref.db and if there (and not in their own local) display an error message if status is between 10-19. If Status is 20-39 just a warning will be issued.



COMMUNICATIONS WORKERS OF AMERICA
501 3rd Street
Washington, DC 20001-2797
Attention: MEMBERSHIP DUES DEPARTMENT
TRANSFER REQUEST FORM

Date: 03/28/2007

Local: 50000

Please transfer this member:

From Local: 59053

Member ID: 311509920
Name: ABATE, CHARLES J
City: WOODLAND HLS
State: CA

Note: NABET-XREF.db is updated every time you unzip the monthly data from NABET HQ.

Setup of Existing MUMS Tables:

List | Employers

- Need to make sure 1st 4 letters of Employer Name is Station Code

List | Code Tables | Financial | Initiation Status

- Need to setup Codes and Values based upon Local rules such as:
Fix – Fixed Amount Day – Daily Rate x 20 days
- Description will show on member's record. It does not calculate fee

List | Code Tables | Financial | Dues Formulas

- Need to make sure the following codes with descriptions are setup:
 - For HQ Transactions: CAP, DEF, MRF, NET, SIF
 - For Local Transactions: DUES, FINE, LDUE, ASMT, MISC, INIT

Current Versions of NABET Programs:

In order to have the functions listed in this documentation, you need the following versions or newer. Please note that if you get an error trying to do the NABET BILLING SETUP and you had a prior version of NABET BILLING, you will need to delete x:\mt2000\tables\NABBillSettings.db and .px.

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|--------------|---------|
| • MUMS | 5.30.11 |
| • NABET*LINK | 5.30.2 |
| • NABET*BILL | 5.30.4 |